Portfolio Management Quick Start Guide

Portfolio Management refers to the process of allocating, tracking, and reporting and managing all of the grant funds that PCCD receives and administers. Functions within Portfolio Management include tracking the awards and expenditures by funding stream, managing split funding streams, monitoring funding lapse dates, distributing the appropriate funds to projects and transferring funds from one project to another.

FISCAL MAINTENANCE

Adding a New Funding Stream or Funding Stream Category

Click on the "Portfolio Management" tab in Egrants.



Rev. 11/24/11

You will be transferred to the "<u>Fiscal Report Listing</u>" screen. Click on the "<u>Fiscal Maintenance</u>" hyperlink.



You will be transferred to the "Maintenance Options" screen. Click on "Funding Stream Maintenance."

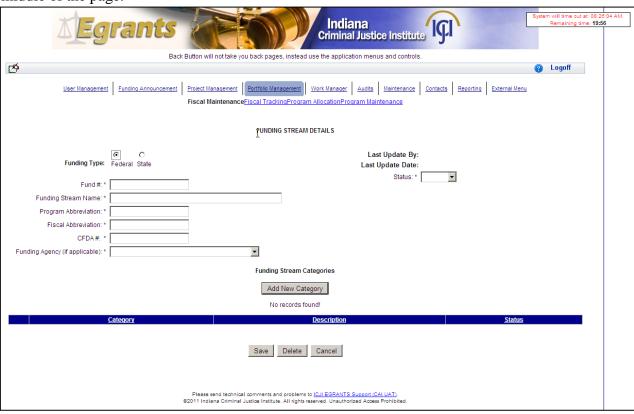


You will be transferred to the "<u>Funding Stream Maintenance Listing</u>" where a grid displaying all of the "<u>Funding Streams</u>" currently available appears. To view detail on established funding streams, click on the hyperlink of the desired funding stream. To add a new funding stream, click on the "<u>Add New Funding Stream</u>" button. You will be transferred to the "<u>Funding Stream</u> <u>Details</u>" screen shown on the next page.



Rev. 11/24/11

Enter the required information for a new "<u>Funding Stream</u>." Click on "<u>Save</u>" when you are finished. To add a new funding stream category, click on the "<u>Add New Category</u>" button in the middle of the page.



	e out at 05.28.57 AM. Ing time: 19:53	
Funding Type: Federal State Fund # * Funding Stream Name * Program Abbreviation * Fiscal Abbreviation * CFD # # * Funding Agency (if applicable): * Funding Agency (if applicable): * Funding Agency (if applicable): * Funding Stream Categories Add New Category Description Status Active Please and stabilical comments and problems to ICULESPANTS Support CALUAT 1 2011 Indiana Criminal Justice Institute. All right reserves Unsupported Acases Portibilities		Enter "Category," "Description," and "Status" in the appropriate blocks. Click on the "Update" button on the line you are working on. Remember to "Save" your work.

Adding Funding Award Categories and Attachments

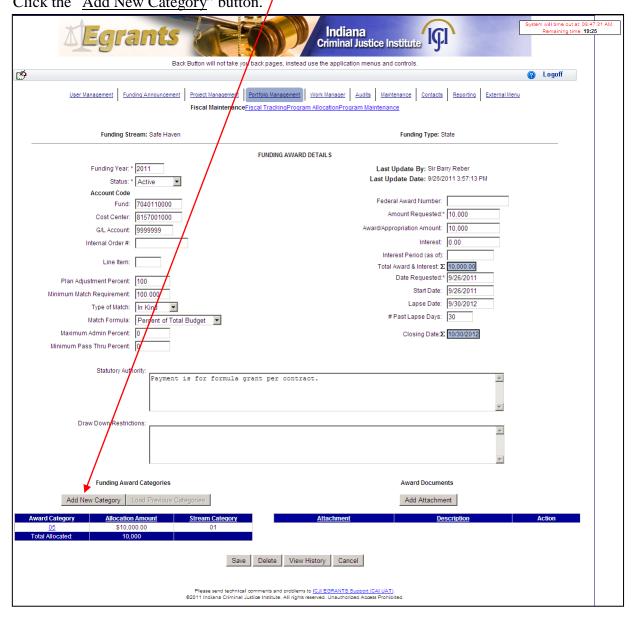
Click on the "Portfolio Management" Tab. You will be transferred to the "Fiscal Report Listing" page. Click on "Fiscal Maintenance" hyperlink. You will be transferred to the "Maintenance Options" screen. Click on the "Funding Award Maintenance" hyperlink. Select from the dropdown list the "Funding Stream" that you want to add the "Categories and/or Attachments" to.



The page will refresh and the "<u>Funding Years</u>" for the "<u>Funding Stream</u>" will be displayed. Click on the "Funding Year" you wish to work on.



You will be transferred to the "<u>Funding Award Details</u>" screen. Scroll to the bottom of the screen. Click the "Add New Category" button.

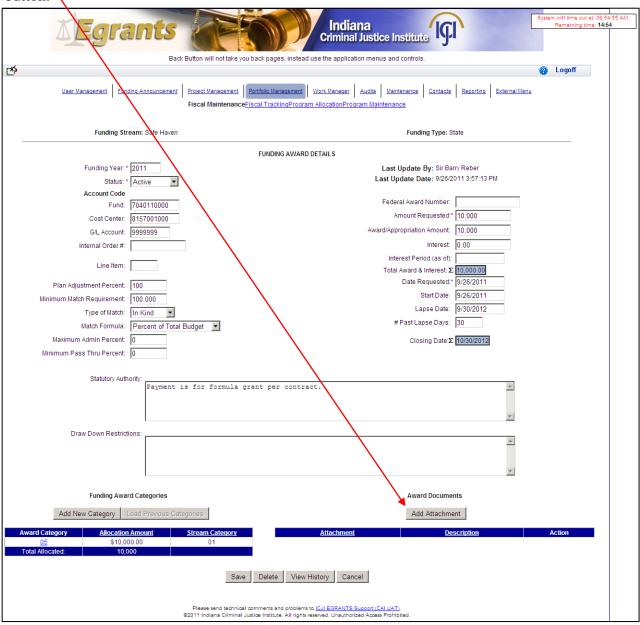


You will be transferred to the "Category Details" screen. Enter the required fields. Click on "Save."

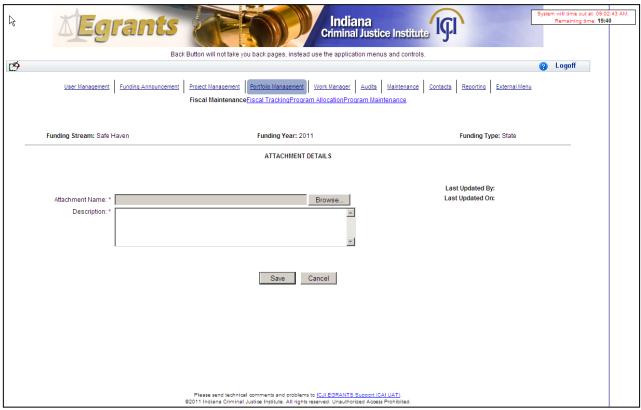


Note: The amount displayed in the "<u>Amount Allocated</u>" column field can be changed. When you select the "<u>Funding Stream Category Number</u>" the screen will refresh and a definition of the "<u>Funding Stream</u>" will be display below the dropdown box.

You will be transferred to the "Funding Award Details" screen. Click the "Add Attachment" button.



You will be transferred to the "Attachment Details" screen.



Type the "Attachment Name" in the text box and a description in the "Description" box.

If you do not know the name of the attachment click on the "<u>Browse</u>" button and the dialog box that opens will allow you to look for the file. Once found, click on the "<u>Open</u>" button. The file will not open but the path to the file will be displayed in the "<u>Attachment Name</u>" box. Click on the "<u>Save</u>" button.

FISCAL TRACKING

Running an R-1 Financial Status Report

Click on the "<u>Portfolio Management</u>" Tab. You will be transferred to the "<u>Fiscal Report Listing</u>" page. Click on the "<u>R-1 Financial Status Report</u>" hyperlink in the "Report Name" column. You will be transferred to the "<u>R-1 Report Criteria</u>" screen.

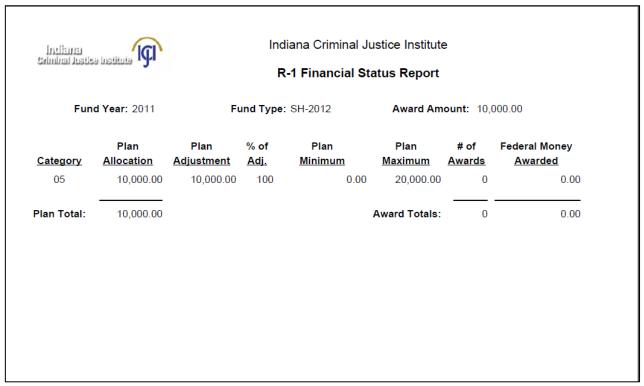


Select the "<u>Funding Stream</u>" using the dropdown list. The screen will refresh and all valid "Fund Years" will be available for selection in the "<u>Fund Year</u>" drop down. Select the appropriate "Fund Year." Click the "<u>View Report as PDF</u>" or "<u>View Report as Excel</u>" button. A new window will open and a report will be displayed.



Rev. 11/24/11

To print the report, right click on the report and select "Print". You now have two windows open. Close the report when you are finished by clicking on the "x" in the upper right corner.

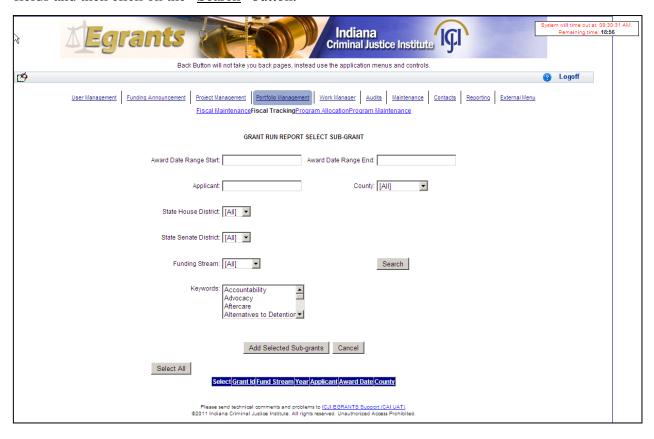


Running a Grant Run (County Run) Report

Click on the "<u>Portfolio Management</u>" Tab. You will be transferred to the "<u>Fiscal Report Listing</u>" screen. Click on the "<u>Grant Run (County Run)</u>" hyperlink in the "<u>Report Name</u>" Column. You will be transferred to the "<u>Grant Run Criteria</u>" screen. Click on the "<u>Add Sub-grant</u>" button.



You will be transferred to the "<u>Grant Run Report Select Sub-grant</u>" screen. Enter criteria into the fields and then click on the "<u>Search</u>" button.



Records that match your search criteria will be displayed.



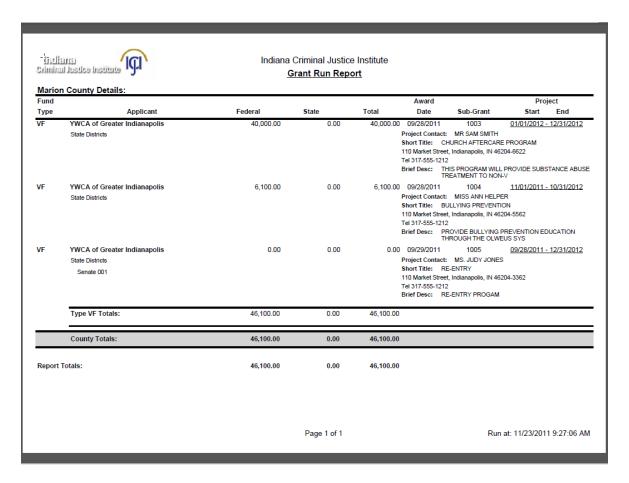
Select the grants of interest by clicking on the select checkboxes in the left column. You may select one or more. Choose the "Select All" button if you want to select all grants. Once you are finished selecting, click on "Add Selected Sub-grants."



You will be transferred back to the "Grants Run Criteria" screen and only the grants you selected will be displayed. Click on the "View Report" button.



You will be transferred to a displayed report. To print, right click on the report and select "Print". When finished, click on the "x" to close the report. You will return to the "Grant Run Criteria" screen.



Commission Meeting / Project Summary

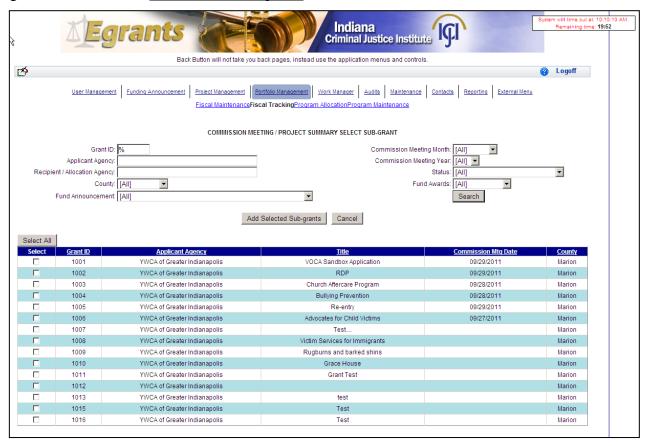
Click on "<u>Portfolio Management</u>" tab. You will be transferred to the "<u>Fiscal Report Listing</u>" screen. Click on the "<u>Commission Meeting Summary</u>" hyperlink in the "<u>Report Name</u>" column.



You will be transferred to the "Commission Meeting/Project Summary Reports" screen. Click on the "Add SubGrants" button.

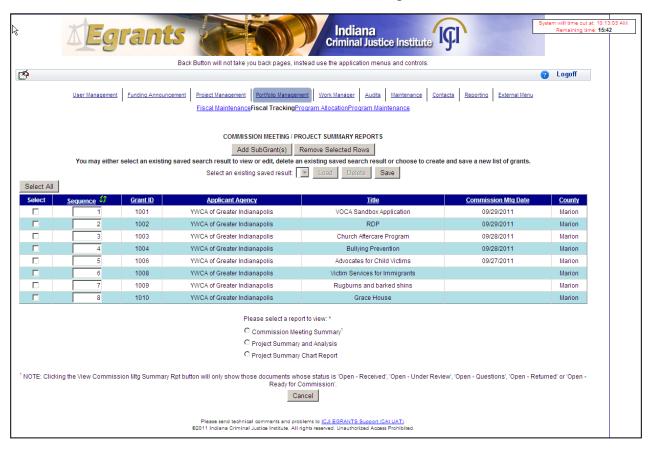


You will be transferred to the "<u>Commission Meeting Summary Select Sub-grant</u>" screen. Select the "<u>Commission Meeting Month</u>" using the dropdown list. The month you select will show in the dropdown box. Select the "<u>Commission Meeting Year</u>" from the dropdown. Click on the "<u>Search</u>" button. Select the grants of interest by clicking on the select checkboxes in the left column. You may select one or more. Choose the "<u>Select All</u>" button if you want to select all grants. Click on the "<u>Add Selected Subgrants</u>" button.



Note: When doing the "Search" you can alternatively search by Grant ID, Applicant, Recipient, County or Status.

You will be transferred to the "Commission Meeting/Project Summary Reports" screen. You can select Grant ID records to remove by selecting the desired record(s) and clicking on the Remove Selected Rows button. Also, you can indicate the order of how the Grant ID will be reported by assigning Grant ID record a sequence number. On the bottom of the screen, you will need to select a report to view (Commission Meeting Summary Report", "Project Summary and Analysis" and "Project Summary Chart Report". Once selected, a "View Report as PDF" button will appear. Click on the button and the selected report will be displayed. To print, right click on report and select "Print". When finished, click on the "x" to close the report.



Project Summary and Analysis - Example

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	INDIANA CRIMINAL JUSTICE INSTITUTE Victims Of Crime Act - Victims Services - Victims of Crime Act				
		Project Summary And Analysis			
			Subgrapt No.		
			Subgrant No. 1008		
Pro	ject Title: Victim Services	for Immigrants	1000		
	olicant: YWCA of Great	•			
	Recipients: YWCA of Greater Indianapolis				
	ject Duration: 12 months begi	·			
110	12 months bogi	g out, 1, 2011			
Pro	ject Cost:				
	leral \$	13,200.00 100%			
Stat	•	0.00 0%			
	ject Income \$	0.00 0%			
	rest \$	0.00 0%			
	te Match \$	0.00 0%			
Cas	sh Match (New				
	prop.) \$	0.00 0%			
	(ind Match \$	0.00 0%			
Proj	ject Income Match \$	0.00 0%			
	Total: \$	13,200.00 100%			
Tota	al Budget by Category:				
	sonnel \$	13,000.00			
	ployee Benefits \$	0.00			
	vel (Including Training) \$	0.00			
	ipment \$	0.00			
	oplies & Operating				
	enses \$	200.00			
Con	nsultants \$	0.00			
	nstruction \$	0.00			
Oth	-	0.00			
	Total: \$	13,200.00			
Pro	ject Summary:				
	Advocacy for immigrant victims	s in Allen County			
Staff Analysis and Decommondation:					
Stat	ff Analysis and Recommendat	ION.			

PROGRAM ALLOCATION

Click on the "<u>Portfolio Management</u>" tab. You will be transferred to the "<u>Fiscal Report Listing</u>" screen. Click on the "<u>Program Allocation</u>" hyperlink. You will be transferred to the "<u>Plan Year</u>" screen. A list of "<u>Plan Years</u>" already in existence will display. Click on the "<u>Plan Year</u>" you wish to review.



You will be transferred to the "<u>Program Areas</u>" listing page. These are all valid "<u>Program Areas</u>" for this "<u>Plan Year</u>." Click on the "<u>Program Area</u>" you wish to work with.



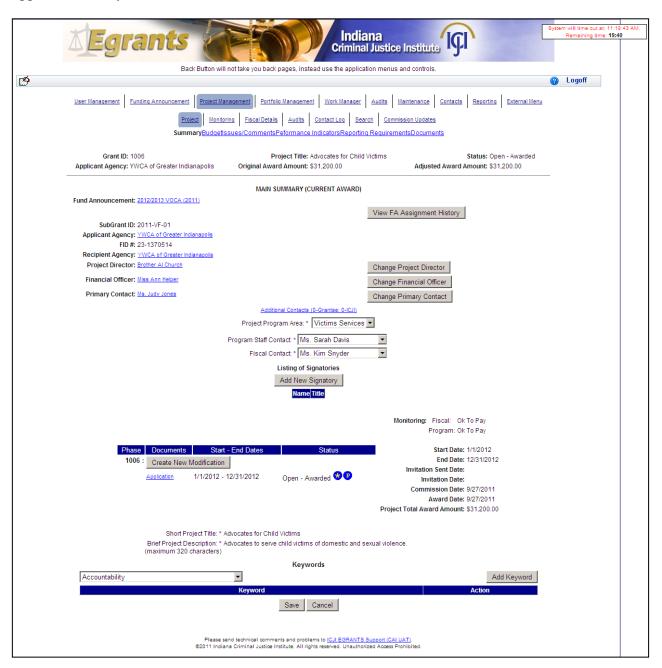
You will be transferred to the "<u>Funding Areas</u>" screen. Click on the "<u>Funding Area</u>" you wish to review or the "<u>View History</u>" hyperlink for the funding area you wish to review.



Clicking on the "Funding Area" hyperlink will transfer you to the Project Listing screen shown below. Click on any of the "Grant ID" if you wish to review.



You will be transferred to the "Application Main Summary" screen. You are now in Project Management area and have been transferred out of Portfolio Management in order to review the application that you selected.



Clicking the "<u>View History</u>" hyperlink will transfer you to the "<u>Funding Area History</u>" screen shown below.



PROGRAM MAINTENANCE

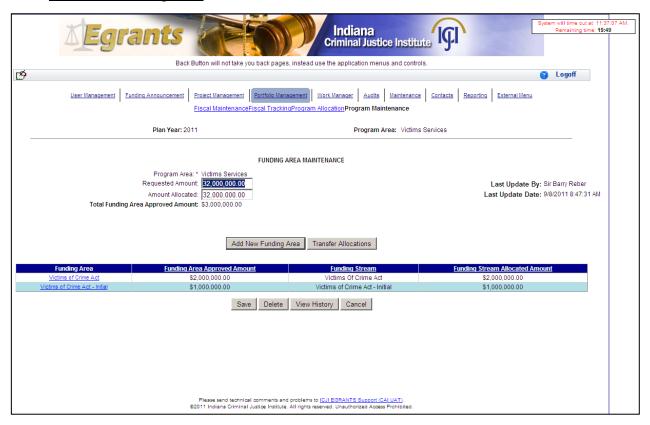
Click on the "<u>Portfolio Management</u>" tab. You will be transferred to the "<u>Fiscal Report Listing</u>" screen. Click on the "<u>Program Maintenance</u>" hyperlink. You will be transferred to the "<u>Plan Year</u>" screen. There will be a list of "<u>Plan Years</u>" that are already in existence. If the "<u>Plan Year</u>" you need is not listed, click on the "<u>Add New Plan Year</u>" button. The page will refresh and the new "<u>Plan Year</u>" will be added.



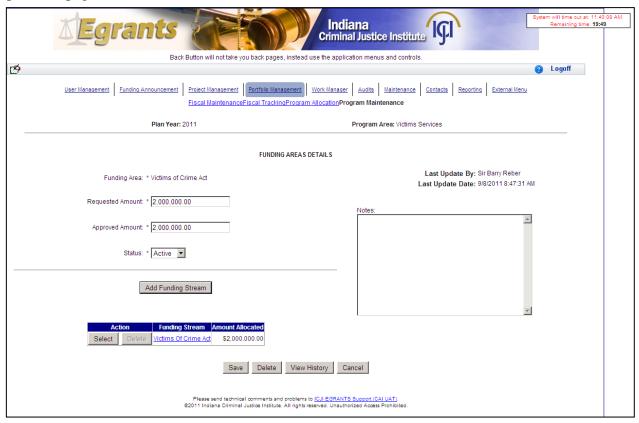
Select the "<u>Plan Year</u>" you wish to work with. You will be transferred to the "<u>Program Areas</u>" screen. If the "<u>Program Area</u>" you need is not listed, click on "<u>Add Program Area to the Plan</u>" button.



You will be transferred to the "<u>Funding Area Maintenance</u>" screen. Enter a "<u>Requested Amount</u>" and an "<u>Allocated Amount</u>." You can also add a new "Funding Area" by clicking on the "Add New Funding Area" button.

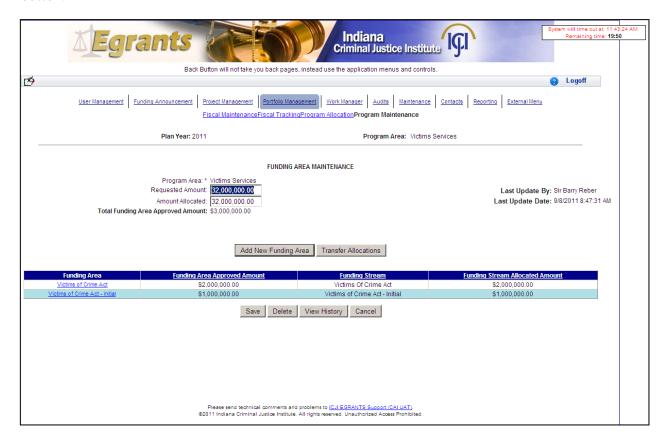


You will be taken to the "Funding Area Detail" screen. Select the "Funding Area" from the dropdown list, enter the "Requested Amount" and "Approved Amount" and change the "Status" to "Active." Click on "Add Funding Stream." Select the appropriate funding stream from the dropdown. Enter the Amount allocated. Click the "Update" button. Click "Save" and you will be transferred back to the "Funding Maintenance" screen shown on the previous page. Click on "Save" again, and you will be transferred to the "Program Areas" screen, also shown on the previous page.



Transfer Allocation

Click on the "<u>Portfolio Management</u>" tab. You will be transferred to the "<u>Fiscal Report Listing</u>" screen. Click on the "<u>Program Maintenance</u>" hyperlink. You will be transferred to the "<u>Plan Year</u>" page. Select the "<u>Plan Year</u>" you wish to work with. You will be transferred to the "<u>Program Areas</u>" screen. Select the hyperlink of the "<u>Program Area</u>" that you want to with. You will be transferred to the "<u>Funding Area Maintenance</u>" screen. Click on the "<u>Transfer Allocation</u>" button.



You will be transferred to the "Funding Area Transfer" screen.



The "<u>Transfer Amount</u>" and the "<u>Transfer to Funding Area</u>" columns are the only editable columns. Select the appropriate row and enter the amount you want to transfer out of this Funding Area. In the "<u>Transfer to Funding Area</u>," which is a dropdown, select the "<u>Funding Area</u>" that you would like to transfer the funding to. Click on the "<u>Save</u>" button.



You will be transferred back to the "Funding Area Maintenance" screen.

